

**Hants & Dorset Amateur Rowing Association**  
**WATER SAFETY COMMISSION.**  
Acting as agents for Water Safety for the  
**WESSEX REGIONAL ROWING COUNCIL.**



**Hants & Dorset ARA**  
**Safety Meeting.**  
**Saturday, 2<sup>nd</sup> February at 11am.**

**SOUTHSEA**  
**Rowing Club**

# Hants & Dorset ARA Safety Meeting.

## AGENDA.

### **INVITAIONS/INTRODUCTIONS.**

Prior to the formal start of the meeting those in attendance are invited to join the Water Safety Commission members in a re-audit of the Safety procedures and facilities of the Southsea Rowing Club.

#### **1) Apologies**

**2) Minutes of the last meeting** *Previously circulated – a copy can be downloaded from the Hants & Dorset ARA Web site at – [www.hdara.co.uk](http://www.hdara.co.uk). See downloads section.*

**3) Correspondence & Secretaries Report**  
**(Report to H&D Autumn Delegates Meeting).**

**4) To receive a report on the British Rowing National Water Safety Committee Meetings.**

## **Hants & Dorset ARA Safety Meeting.** **Agenda cont....**

- 5) Club Safety Audits/Gap Analysis - report on last years audits, this year's audits/gap analysis received to date and the ARA/British Rowing Club Safety Audit/Gap analysis procedure.**
- 6) On Line Incident Reporting – analysis of 4th year – and stats.**
- 7) Safety incidents Reported by H&D (& Wessex) Clubs in 2012 and at the 2012 Hants & Dorset Events.**
- 8) Boat Inspections - report on last seasons Inspections and plans for 2013.**
- 9) Regatta/Event Audits - reports on last seasons audits and plans for 2013.**

# **Hants & Dorset ARA Safety Meeting. Agenda cont....**

- 10) To review Association Safety equipment.**
- 11) Format of the Hants & Dorset Water Safety Commission.**
- 12) Venue for 2014 Meeting.**
- 13) Any other business.**
- 14) Foundation Risk Assessment.**

## **Water Safety online Training.**

**This is a pre-release British Rowing Water Safety Adviser on-line training module which we have access to – and thought it would be useful to complete as a group.**

## Hants & Dorset ARA Safety Meeting.

### 1) Apologies.

**Gary Joyce, Itchen Imperial & Sub Committee, Andy Sothcott, Swanage Regatta.**

### 2) Minutes of the last meeting

*Previously circulated – a copy can be downloaded from the Hants & Dorset ARA Web site at – [www.hdara.co.uk](http://www.hdara.co.uk). See downloads section.*

### 3) Correspondence & Secretaries Report (Report to H&D Autumn Delegates Meeting).

**Circulate Report.**

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## **Hants & Dorset ARA Safety Meeting.**

**To receive a report on the British Rowing National Water Safety Committee Meetings.**

- Due to other rowing commitments, only able to attend two of the four National Rowing Safety Committee Meetings held in 2012.
- Hope to be able to attend all four planned for 2013.
- Attended the meetings held at BR, Hammersmith, in January and April.

### Hants & Dorset ARA Safety Meeting.

To receive a report on the British Rowing National Water Safety Committee Meetings.

- Among the subjects discussed at the meetings was - the reorganisation of British Rowing and its impact on Rowing Safety and the National Rowing Safety Committee and its terms of reference; Row Safe 2012 – and the strategy and plan for updating it; Incident Reports and procedures; Umpires Responsibilities and the Club Safety Audit and defaulters.

## **Hants & Dorset ARA Safety Meeting.**

**To receive a report on the British Rowing National Water Safety Committee Meetings.**

- The Rowing Safety Working Party (I am not a member – but do have input into) - have also discussed training modules (see later in Agenda) and Personal Flotation Devices.
- At the April Meeting I was one of about 50% of the regions to present an Annual Report – which was well received by the committee.
- Much time spent on implications of BR Reorganisation on Safety -



## **Hants & Dorset ARA Safety Meeting.**

**Status of region following re-organisation of British Rowing.**

- Wessex Region now covers all H&D/Wessex + all CARA/South East (Coastal) Region Clubs.
- Due to size of region – BR have agreed to a split region – Wessex West (old Wessex/H&D ARA) and Wessex East (old South East Coastal/CARA).
- One Chairman who represents whole region at BR Meeting Executive Meeting (Colin Eales).

## **Hants & Dorset ARA Safety Meeting.**

Status of region following re-organisation of British Rowing.

- Wessex has one vote on National safety Committee – but reps. From Wessex West & East can attend meetings.
- Wessex West & East will remain responsible for review and acceptance of own Club Audits and analysis of incident reports (although BR appear to have an issue splitting incidents!).
- Phil McCorry (Bexhill) is Safety Adviser for Wessex West.

## 5) Club Safety Audits (Gap Analysis) – report on last years audits, this year's audits (gap analysis) received to date and the British Rowing Club Safety Audit/Gap analysis procedure.

- The Club Water Safety Audit is a recognised part of the affiliation and as such it must be **completed, submitted online and accepted by your Regional Rowing Safety Advisor (RWSA) no later than Saturday 31<sup>st</sup> December 2012.**
- The structure of the audit is based on Row Safe and should be used by clubs to determine the actions they need to take in 2013 to close any gaps.
- If the Gap-Analysis Audit is to be of benefit to the club, it should be an honest statement of their present position and practices; **it is not a test to pass or fail.**
- The Club audit is not formally completed until the RWSA has read and accepted them. The RWSA acceptance of the audit does not mean approval, just acceptance that it has been completed correctly.

**5) Club Safety Audits (Gap Analysis)** – report on last years audits, this year's audits (gap analysis) received to date and the British Rowing Club Safety Audit/Gap analysis procedure.

- In 2012 all but 1 (of 19) Wessex Region Club audits were completed on time.
- Bournemouth University completed late – but has now completed and been signed-off.
- Langstone Cutters - according to BR they are not an affiliated Club yet so have not been asked to do an audit.
- Bournemouth Surf Club - BR have advised me that they are NOT a BR affiliated Club - but an accredited centre - so don't have to complete an audit - neither do any other w/sport centres - or gig clubs

**5) Club Safety Audits (Gap Analysis) – report on last years audits, this year's audits (gap analysis) received to date and the British Rowing Club Safety Audit/Gap analysis procedure.**

- As of 7/1/13 there were 78 Clubs nationally suspended from Racing for not completing the audit by the 31/12/12 deadline.
- As of 25/1/13 there were still 25 Club audits outstanding – including Herne Bay from CARA/Wessex East.
- As stated all Clubs in Wessex West have completed their audit.

## **5) Safety Audit – Wessex Region. Main areas still “to be addressed”.**

- Areas where four or more Wessex Clubs stated “still to be addressed” in their Club Audit.
- Number refers to section in Audit/Letter to question.
- 1.9. SWIMMING AND CAPSIZE.
- b) iii) Ensure that ALL participants in rowing must be able to demonstrate when asked they are both competent and confident in and under the water by swimming under water for at least 5 metres [4]
- d) Ensure swimming ability and capsized training is recorded for each member of the club? [4]

## 5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...

- 2.1. SAFETY AIDS.
- b) Have written procedures in place for the use of safety aids and ensure that all members understand and follow them? [6]
- i) Require all those involved in rowing to be trained and have had practice in the use of a throw line? [8]
- j) Ensure throw lines and space blankets are carried by coaches and those monitoring activities? [4]

## 5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...

- 2.1. SAFETY AIDS cont..
- k) Ensure lifejackets are frequently checked for damage, leaks and gas cylinder integrity and that the check is recorded in a maintenance log? [4]
- l) Require junior beginners to wear a PFD until they have completed a swim test, received training in capsized procedure and reached a satisfactory level of competence in, for example, a single sculling boat? [5]



## **5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...**

- 2.4. LAUNCH DRIVING.
  - a) Require all launches to carry a plate stating the maximum weight it can safely support, together with this translated into the number of adults? [4]
- 2.5. TRANSPORT & TRAILER.
  - a) Provide information and diagrams showing the recommended arrangement for loading, including the allowable load projection? [4]
  - b) Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle? [5]

## 5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...

- 2.5. TRANSPORT & TRAILER cont..
- c) Have a method to check the nose weight of the trailer? [7]
- 3.1. BEGINNERS.
- a) Record ALL the information from beginners as listed in the ""Row Safe"" guide before allowing any activity to start? [4]
- b) Cover the topics listed in ""Row Safe"" (where relevant) in your club induction? [4]

## 5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...

- 3.1. BEGINNERS cont..
- c) Ensure the identified risk controls are in place as listed in ‘Row Safe’ Guide.
- 3.2 JUNIORS.
- c) Ensure the identified risk “ controls are in place as listed in the “Row Safe” guide? [4]
- 3.3. ADAPTIVE.
- b) Provide high visibility markings for all pathways (including stairs) throughout boat/clubhouse/venue? [4]

## **5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...**

- **4.1 INCIDENT REPORTING.**
- a) Require that all club members are made aware of what constitutes an incident and 'near incident' that needs reporting and that all are aware of how to report them online? [4]
- b) Regularly monitor the British Rowing online reporting system to gather information on club incidents and use the statistics to develop safer practices? [6]

## 6) On Line Incident Reporting – reminder of the process.

- Required so that lessons can be learnt and procedures improved and for insurance purposes – and as a result of ROSPA report on Safety in rowing following Blockley and Reading incidents.
- Important formal record of incident – in case of repercussions at a later date.
- On-line via BR Web-site. Relatively simple form to complete – more detail if event flagged as serious.

## 6) On Line Incident Reporting – reminder of the process.

- Anyone can complete an incident report.
- Better to receive more than one on same incident than none.
- Copies of all incident reports submitted automatically sent to Regional Rowing Safety Advisor, National Safety Advisor and BR.
- Incidents that may generate BR individual insurance claim. BR are obliged to advise insurers.

## 6) On Line Incident Reporting – reminder of the process.

- RRSA can “open” incident for comment/ discussion - and send to – other clubs and individuals involved as long as BR number known – and/or other RRSA’s.
- Two incidents opened for comment/ discussion during 2012. No responses received
- [Usually opened for comment when incident reported involves 2<sup>nd</sup> club who have not reported the incident]
- Around 8 “incidents” opened for general discussion by other RWSA’s .

# Improvements to on-line Incident Reporting System.

- **Reporter: Complete an incident report using all the steps, questions and logic provided on the incident report diagram**
- **Reporter: Complete a capsized only report in 1 step**
- **Reporter: Set a report status to draft or finalize**
- **Reporter: View all previously submitted reports**
- **Rowing Safety Advisor: View reports for your club, region or BR as a whole**
- **Rowing Safety Advisor: View previous versions of a report**



# Improvements to on-line Incident Reporting System.

- **CSV Export to allow a Club, Regional or National RSA to export all their reports for a date range (the export tab is there, but there are major known bugs)**
- **Reporter: Submit an anonymous incident report (works if the user is logged in, but fails for logged out users)**

# Improvements to on-line Incident Reporting System.

## Not yet complete tasks

- Allow comments to be posted for reports
- Allow files to be uploaded to reports
- Email notifications for report creating/completion to the appropriate people
- Update the system to use the new sub regions

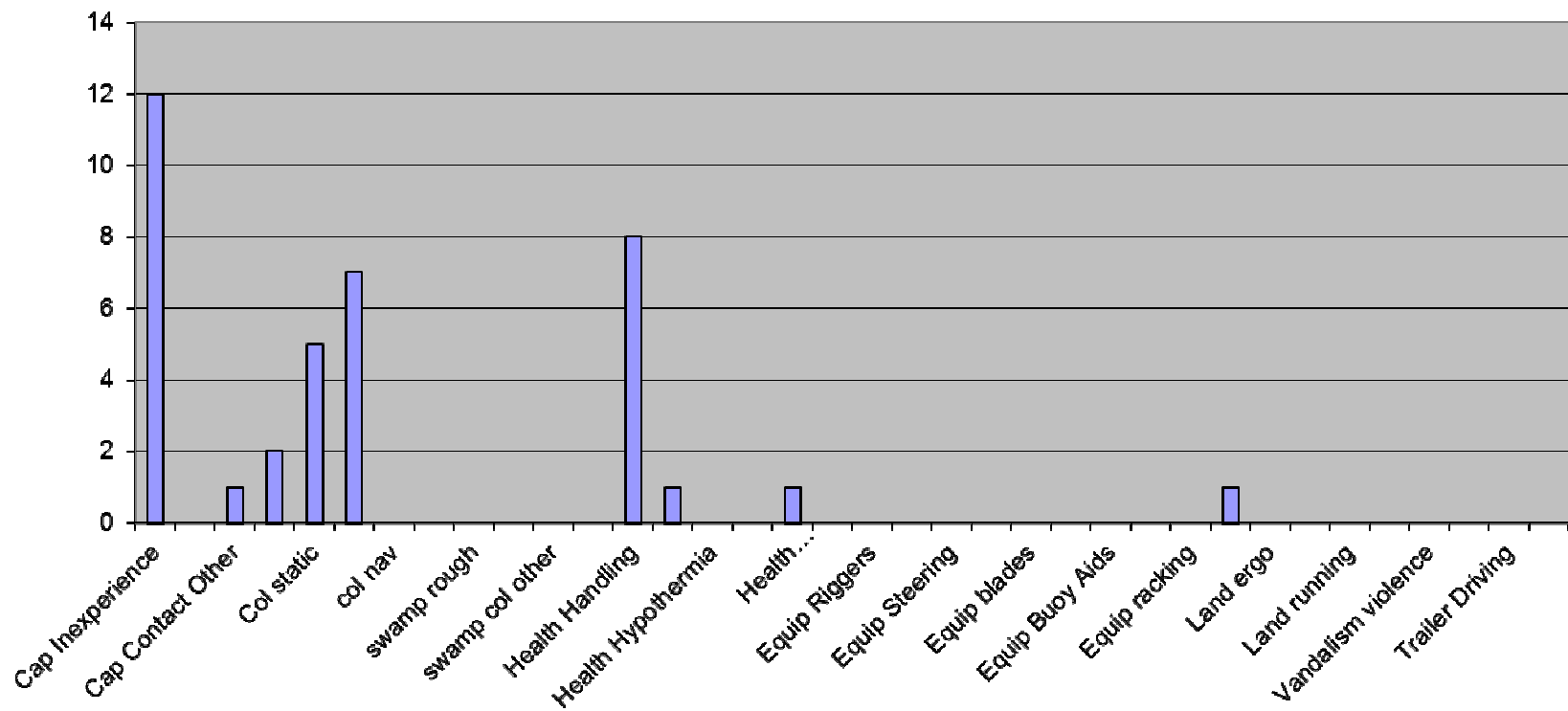
## **6) On Line Incident Reporting – 2012. analysis of 3rd year – and stats.**

- **NO NATIONAL STATISTICS ON THE ON LINE INCIDENT REPORTING IN 2012 ARE AVAILABLE YET.**
  - **40 Incidents reported (66 last year)**
  - **Clubs should review their incidents.**
- Example: RRC report.**

# 6/7). Incident Reporting, 2012. Wessex Region. Total incidents reported by Type.



Total Incidents reported by Type, 2012 Wessex.

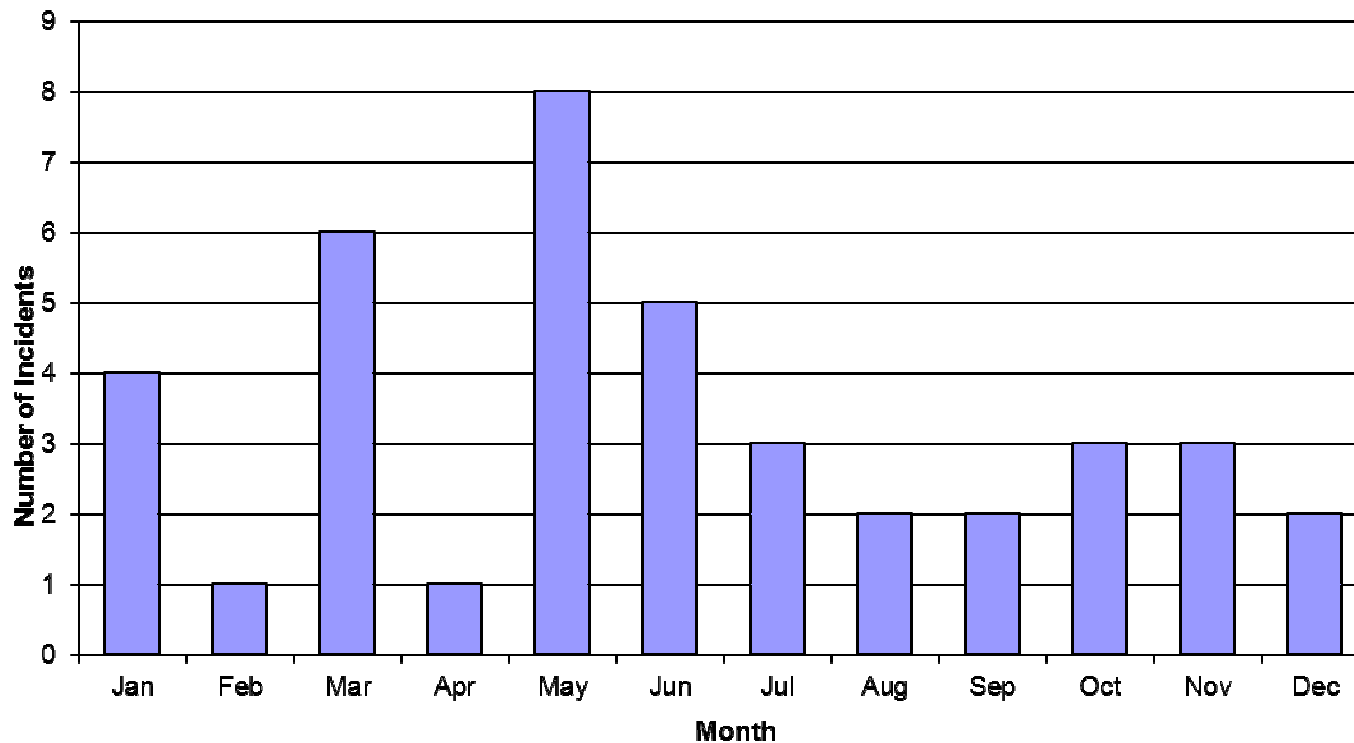


## 6/7). Incidents reported 2012. Wessex Region. Number by Group/Type.

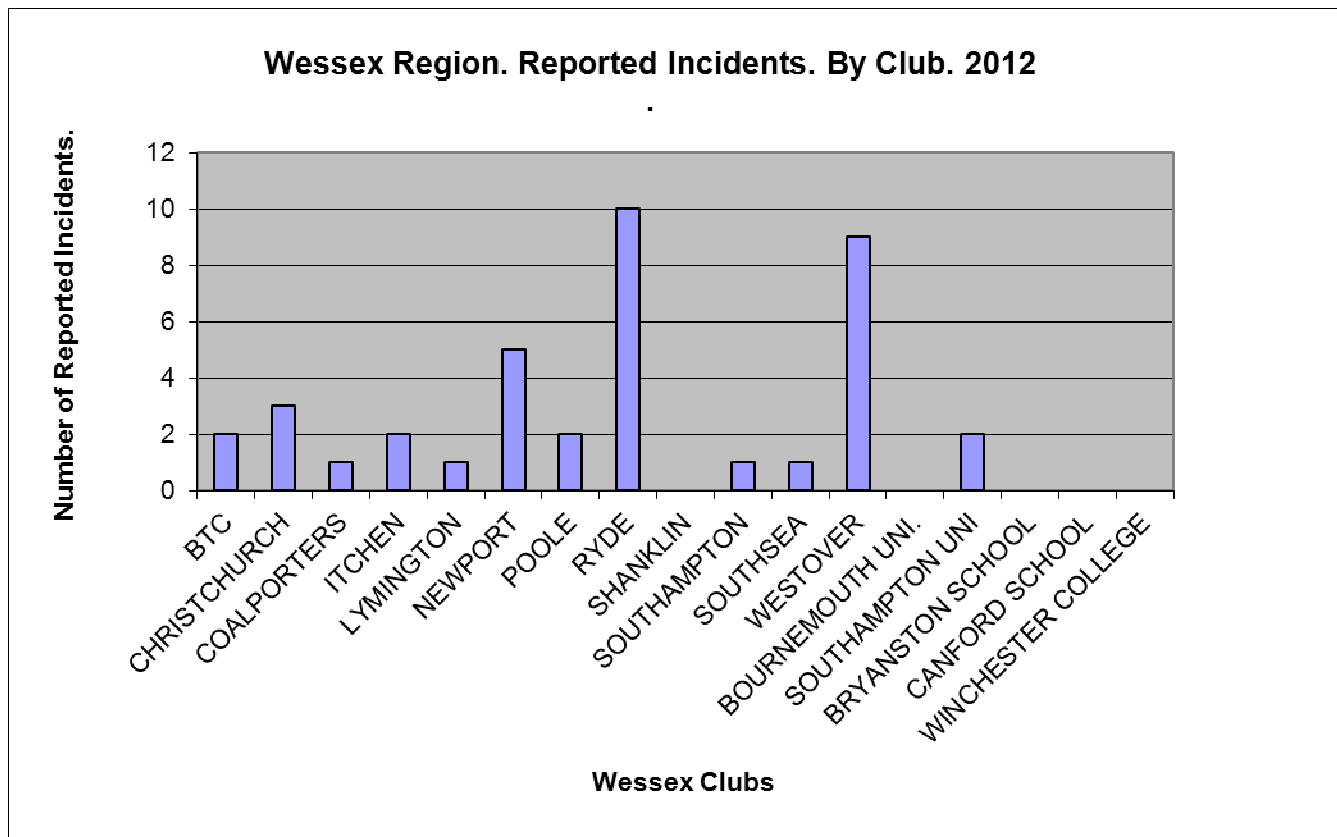
- Capsize – 15.
- Collision – 12.
- Swamping – 0.
- Health – 10.
- Equipment – 0.
- Land – 1.
- Criminal – 0
- Trailer – 0
- Other - 2

## 6/7) Reported Incidents, 2012. Wessex. By month.

Reported Incidents. Wessex. 2012.

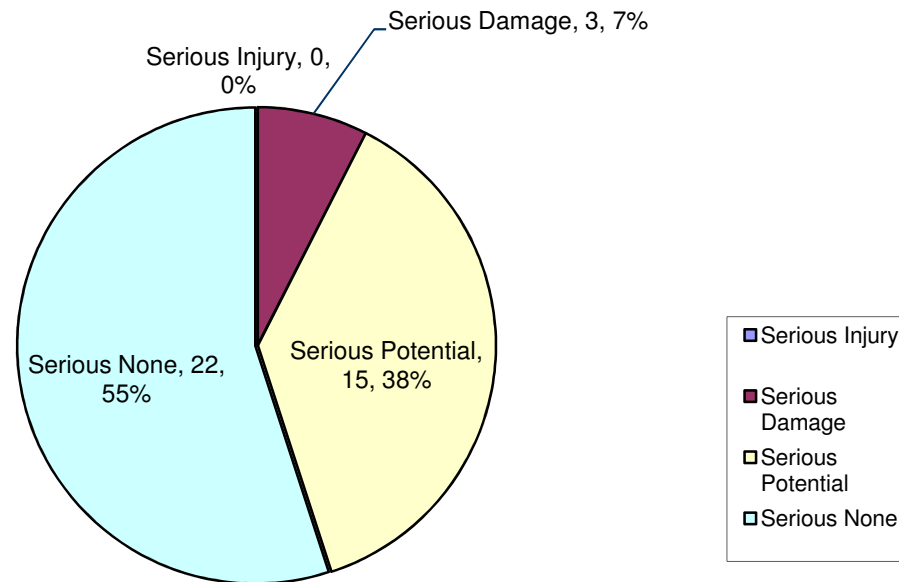


## 6/7). Reported Incidents, 2012. Wessex. By Club!



# 6/7). Incidents reported - 2012. Wessex Region. Seriousness.

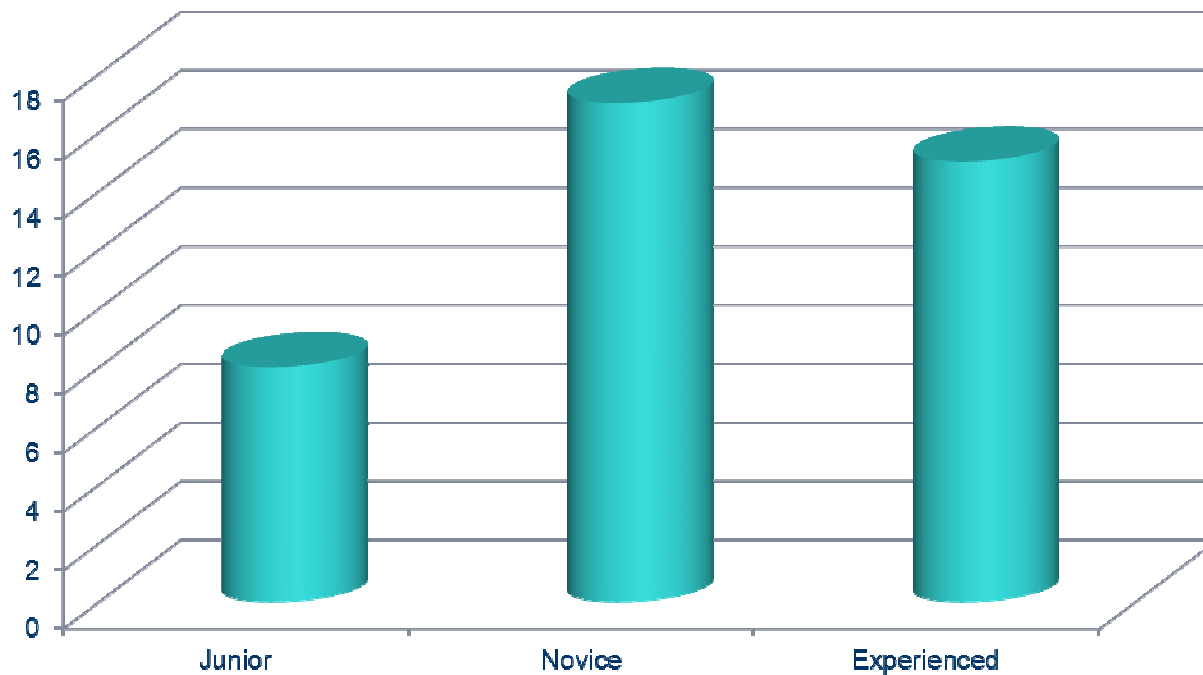
Reports Incidents. Wessex. 2012  
. Seriousness.





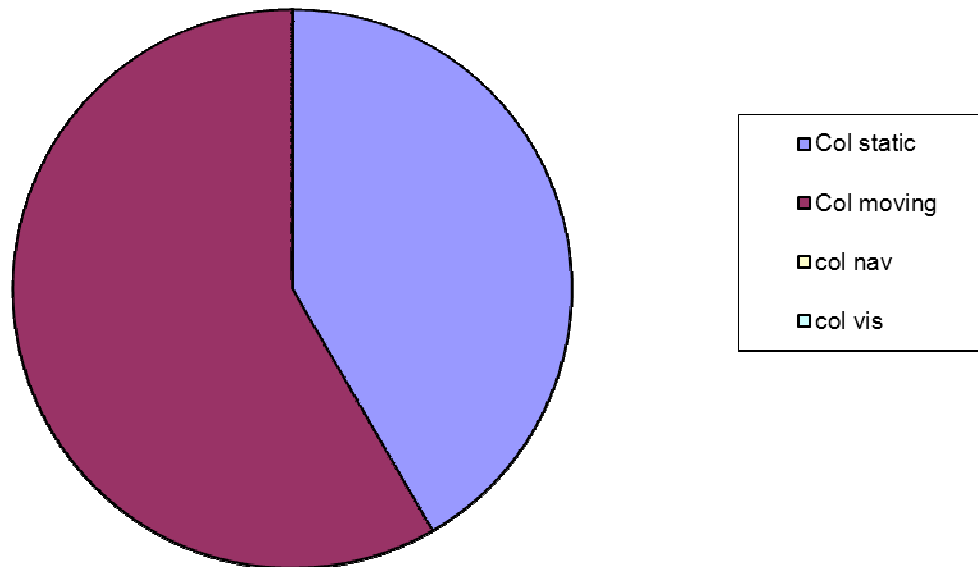
## 6/7). Incidents reported. 2012. Wessex Region. Experience/Status.

Status.



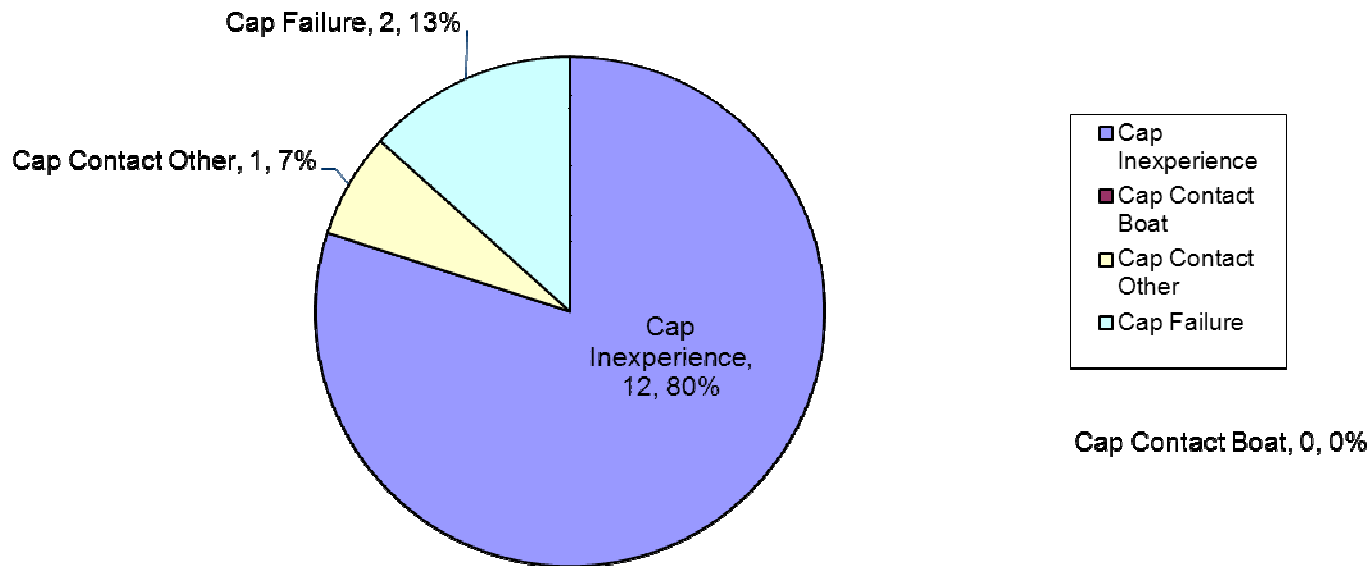
## 6/7). Incidents reported - 2012. Wessex Region. Collision.

Reported Incidents, Wessex, 2012, Collision.



## 6/7). Incidents reported - 2012. Wessex Region. Capsize.

Reported Incidents. Wessex. 2012. Capsize.



# Incidents reported - 2012. Wessex Region. Some interesting incidents.

## Circulate copies.

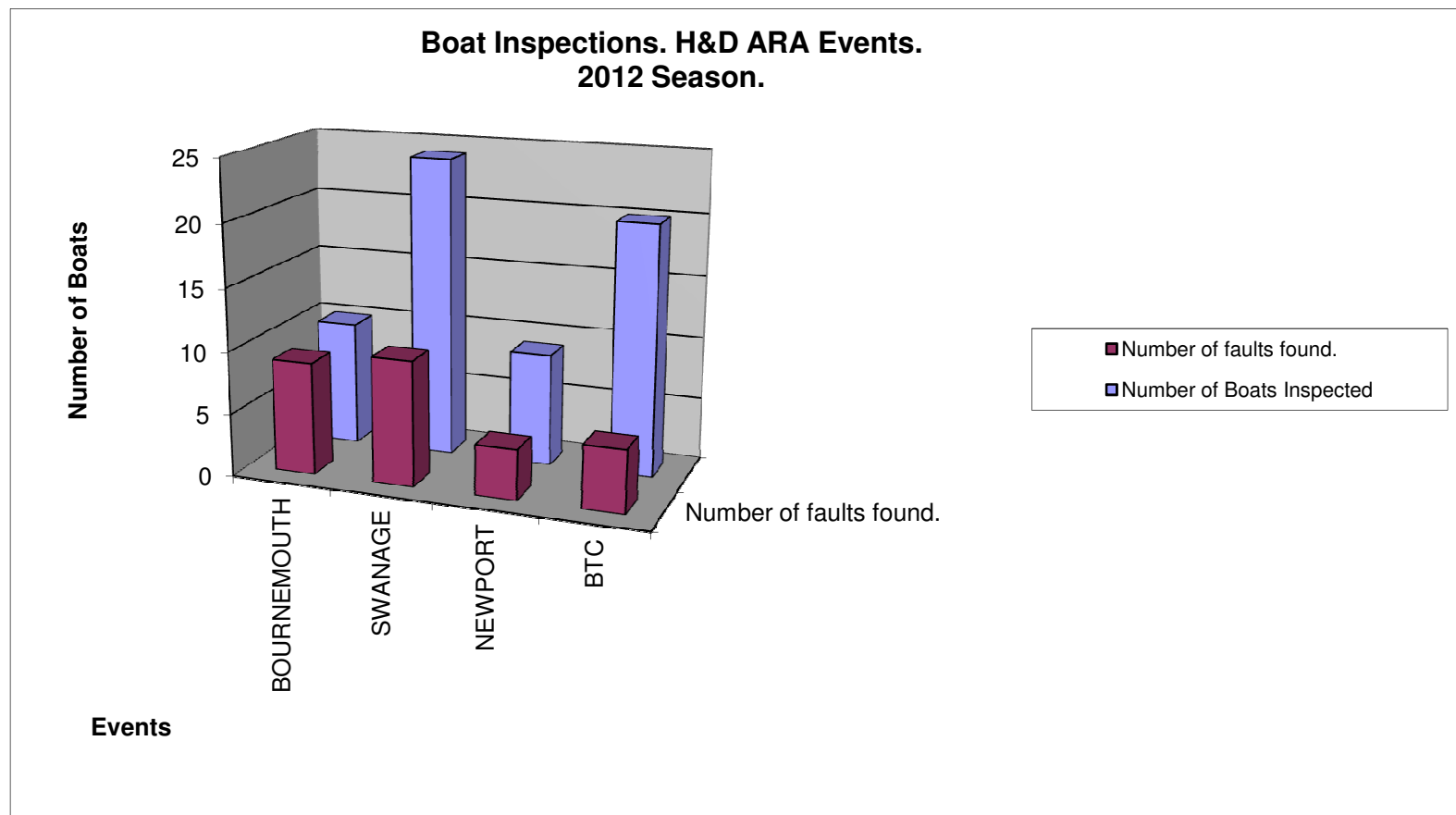
- J16 Girls Quad on Sandbank.
- LtoR Capsize
- Scull hit Quad on start line.
- Boat Trailer incident.
- Swanage Sea Rowing Club.
- Lymington Car Ferry.
- Veils disease.
- Collision on River.
- Raced on against doctors advise.
- Incidents at the Head of the Stour

**Any others of interest?**

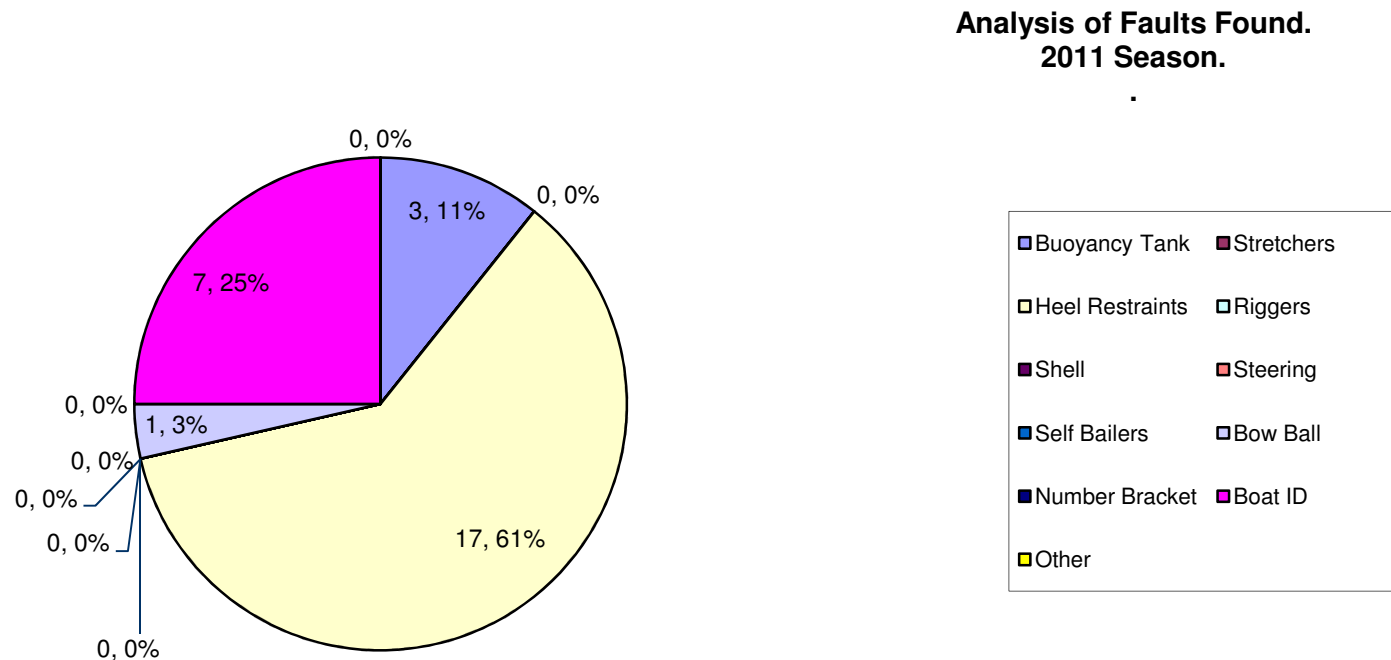
## 7) Safety incidents Reported by H&D (& Wessex) Clubs in 2012 and at the 2012 Hants & Dorset Events. (circulate summary).

- 17 events.
- H&D race officials reports noted around 29 incidents - although most we're minor in nature.
- Incident reports received for 12!
- Would expect to receive report from each club involved plus event safety adviser - which could be in the form of a summary of incidents on one report if all of a minor nature.
- Significant under reporting of incidents at H&D events.

## 8) Boat Inspections at H&D ARA Events – 2012. [distribute form used].



## 8) Boat Inspections at H&D ARA Events – 2012. Analysis of faults found.



## 8) Boat Inspections - Life Jackets.

- In 2012, as agreed at the last Safety Meeting an inspection of Life Jackets was undertaken at NEWPORT Regatta.
- Unfortunately only 9 of the 13 H&D Clubs competed at the Regatta – so the inspection was limited.
- 10 Life Jackets were inspected.
- Faults were found on 5 – 50%.
- On 2 the CO2 Operating lanyard/ toggle was not accessible.
- Three were found not to have a Firing Mechanism Clip fitted. **[Distribute copies.]**



## **9) Regatta/Event Audits - reports on last seasons audits and plans for 2013.**

**[Distribute copy of form].**

- **Policy in 2012 - re-audits would only be undertaken where requested or where concerns were raised and on an occasional random basis. It was felt that the race officials reporting system already hi-lighted safety concerns and this would be used alongside safety commission members observations to hi-light events where a re-audit would take place.**
- **All events except - BTC, Southsea and the Head of the Stour - submitted a self-audit [Unless I missed/mislaid them]**
- **Candidates for re-audit in 2013?**
- **Itchen Junior Regatta was chosen for a random re-audit on the day with no major issues found.**

## 10) Safety Equipment Provided for Race Officials at events with H&D Permit.

- Safety Equipment available to affiliated events for use of Racing Officials.
- 3 x ARA LAUNCH RESCUE KITS.
- (H&D Adapted)
- CONTENTS:
- INSTRUCTIONS
- THROW BAG (Grab Line)
- KNIFE
- WHISTLE (Warning Device)
- FIRST AID KIT
- EXPOSURE BLANKETS – Mediwrap – TWO.\* - Space Blanket type – THREE.
- LIFE JACKET
- \*LENGTH OF ROPE (15m)
- \*TRANSISTOR MEGAPHONE (Loud Hailer)
- \*RED FLAG
- \*AIR HORN/SOUND SIGNALING DEVICE + Spare Cylinder.
- \*WATERPROOF BOX FOR LOUD HAILER BATTERIES
- (Two sets of 8 Batteries – One set in sleeves, one spare set)

## 10) Safety Equipment Provided for Race Officials at events with H&D Permit.

- Items marked \* are in addition to the standard ARA Kit.
- Each set of equipment is now packed in orange dry storage bags which are more robust than the previously used kit bags and as long as they are secured correctly are fully waterproof which should help to protect the equipment.
- NOTE: Loud Hailers – the batteries must be removed from the Loud Hailers after use and placed in the waterproof container. The switch on the microphone is taped in the “off” position as the batteries will run down if left on.
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- **RACING OFFICIALS LIFE JACKETS.**
- **10off CREWSAVER, CREWFIT,**
- **AUTOMATIC GAS TYPE.**
- **+ 3off RE-ARMING KITS.**
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- **Safety Kits and Life Jackets are for the use of Hants & Dorset Racing Officials – NOT to supplement the equipment on Regatta Safety Boats – who must provide their own.**



## **10) Safety Equipment. RACE OFFICIALS LIFEJACKETS.**

- Five of the Race Officials Life Jackets were serviced by Crewsaver in 2009.
- The other five were serviced by Crewsaver in 2011. (Cost £82.19)
- Will have first five serviced again by Crewsaver in 2013 (end of season?) / and five in 2015.

## 10) MISSING SAFETY EQUIPMENT.

The Race Officials Life Jacket (Blue) plus Safety Kit Life Jacket and Throw Line from 1 kit that went missing in 2011 have been replaced.

Two of the Umpires Life Jackets are missing after the 2012 season – so we only have 8 at this time.

Missing Life Jackets are marked H&D ARA, inside covers and have serial numbers – 295 85238 and 295 85225. Don't know when they went missing.

Have not replaced (£240+) as hope they may turn-up.



## 11). Water Safety Committee.

**Note: Should re-name “Rowing Safety Committee to bring in line with British Rowing.**

**Term of reference: To try to ensure, as far as practical, that all Hants & Dorset ARA affiliated Clubs and Event’s comply with the Amateur Rowing Association Water Safety code of Practice and guidance notes (“Row Safe”) and any additional terms of practice introduced by the Hants & Dorset Amateur Rowing Association.**

Current -

- Chairman.
- **Mark Viner.**
- Sub Committee Members.
- **Steve Bull.**
- **Gary Joyce**
- **Trevor Gay**
- **Gary Walters**
- **Peter Lamb**

**Lymington Rowing Club.**

**Ryde R. C. & Wessex Region  
Itchen Imperial Rowing Club.**

**Southampton. A. R. C  
Shanklin Rowing Club.**

**Westover Rowing Club.**

## 12). Venue for 2014 and future meetings. Current rotation – 2014 - WESTOVER.

Year	Venue
2012	Christchurch
2013	Southsea
2004	Westover & Bournemouth.
2005	Poole
2006	Itchen Imperial.
2007	BTC
2008	Newport, Shanklin, Ryde.
2009	Coalporters.
2010	Lymington.
2011	Southampton



## Hants & Dorset ARA Safety Meeting.

### **13) Any other business.**

- **New BR Safe guarding & Protecting Children Policy (SPCG) issued.**
- **Association/Wessex Welfare “group” to be set-up. [E Mail for circulation of info.]**
- **First Aid Cover at Events (Ref. Race Officials Meeting).**

Hants & Dorset ARA Safety Meeting.  
**Foundation Risk Assessment.**  
**Water Safety online Training.**

**Pre-release British Rowing Water Safety Adviser on-line training module which we have access to – and thought it would be useful to complete as a group.**